

JOB DESCRIPTION
MURFREESBORO WATER AND SEWER DEPARTMENT
METER READER

1. JOB TITLE: METER READER

- 2. DEFINITION:** This is a semi-skilled position under the supervision of the Meter Reader/Field Service Foreman. A Meter Reader performs various customer service functions in addition to reading water meters. All employees are responsible to the Director and the City Manager. The position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing. The employee is subject to a pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the physical strength and dexterity requirements of the position.

3. EQUIPMENT / JOB LOCATION:

- a. The employee must be capable of operating electronic keypads, communication radios, hand tools, and vehicles.
- b. The job location is throughout the water distribution system. Work is primarily outdoors and must be performed under all weather conditions. The employee will be exposed to inclement weather. All City facilities are smoke-free locations.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Accurately reads and records readings from meter registers manually or on an electronic meterbook.
- b. Walks much of the workday, stooping repeatedly.
- c. Enters and exits a pickup truck repeatedly while covering route.
- d. Must be able to perform job duties as described on essential functions addendum.

5. ADDITIONAL EXAMPLES OF WORK TO BE PERFORMED:

Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least eighteen (18) years of age.
- b. Must possess a high school diploma or GED.
- c. Must have legal authorization to work in the United States of America.
- d. Must possess a driver's license valid in the State of Tennessee.

- e. Must consent to and pass a pre-employment drug screening.
- f. Ability to comprehend both oral and written instructions and to communicate in English, both orally and in writing.
- g. Ability to walk an average of seven (7) miles per day and perform meter reading functions on assigned routes.
- h. Ability to read water meters and record information accurately.
- i. Ability to safely drive a pickup truck.
- j. Ability to sit and stand intermittently, and to stoop and squat frequently.
- k. Ability to repeatedly enter and exit a pickup truck.
- l. Ability to read maps and to locate addresses and service areas.
- m. Physical and mental ability to work independently.
- n. Must be able to report to work on time, perform the duties of the job for eight (8) hours a day with occasional overtime required, and to work flexible hours as needed.
- o. Good human relation skills with the ability to establish and maintain effective working relationships with supervisors, co-workers and the public.
- p. Temperament and good judgment to effectively deal with the public.
- q. Must maintain a neat, clean, and appropriate personal appearance.
- r. Must be able to pass physical abilities test/post offer screen for employment.

Non Exempt
Safety Sensitive
August 14, 2002

ESSENTIAL FUNCTIONS ADDENDUM
MURFREESBORO WATER AND SEWER DEPARTMENT
METER READER

Employees in this area work 5 days a week, 8 hours a day with a 1-hour lunch break. The meter reader reports to work at the water and sewer department. Work will be performed throughout the city riding or walking from location to location reading residential and commercial meters (or a combination of both). The employee must accurately read and record readings from meter registers manually or on an electronic meterbook. While driving the meter reader is required to enter and exit the pickup truck constantly throughout the day. Walking requires an employee to walk an average of 7-12 miles a day, with some routes as long as 17 miles. A meter reader will read approximately 500-700 meters a day, which requires him to squat approximately 350-500 times a day (depending on the route). The employees generally rotate throughout routes every five months. Many of the commercial meters are located under manhole covers, which must be manually moved for the employee to read the meter. The employee is also required to climb down in the manhole to read the meters. If there is a leak in the meter box the employee must replace the gasket or replace the meter. This requires the handling of hand tools and working in confined spaces.

Physical Demands

Rarely – suggests the employee is required to perform tasks less than 8 repetitions per hour, or less than 33% of the workday.

Occasional – suggests the employee is required to perform tasks 8-15 repetitions per hour, or 33% of the workday.

Frequent – suggests the employee is required to perform tasks 16-32 repetitions per hour, or 66% of the workday.

Constantly – suggests the employee is required to perform tasks 33 or more repetitions per hour, or greater than 66% of the workday.

<u>Lifting</u>	<u>Rarely</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<20#				X
20-50#			X	
50-75#	X			
75-100#	X			
>100#	X			

*Water and Sewer Department
Meter Reader*

Climbing ladders – Performed occasionally when ascending/descending ladders in the manholes.

Overhead activity – Required occasionally when climbing out of manholes.

Tools handled:

Pipe wrenches
Breaking bar
Shovel
Screwdriver
Meter stick
Buckets
Spade
Hand held computer

Work Conditions

Exposed to:

Hot temperatures
Cold temperatures
Sudden changes in temperatures
Noise
Slippery surfaces
Tight work spaces
Rain
Snow

Need physical ability for:

Hand gripping
Squatting
Bending/Crouching
Stooping
Fine motor control
Hand/Eye coordination
Pushing/Pulling
Reaching
Lifting
Climbing
Balancing
Foot control
Driving a truck
Stooping
Kneeling

Addendum February 19, 2002